

Dear Program Director:

Welcome to NACCRRA AmeriCorps CARE, the child care benefit for AmeriCorps members. We are extremely excited about this new service term. Most of our Child Care Coordinators, who assisted you and your members last year, are still on board and will provide an arsenal of expertise as we support you through the child care benefit application process.

As a Program Director, your role is critical in ensuring your members receive child care benefits in a timely manner. **Please do not submit the application with correction fluid, if so, the application will be mailed back and this will delay the process of the application and payments to the child care provider.** The enclosed updated documents will provide you with the tools and information needed to do so.

Please review these documents so that you may accurately inform your members on the most efficient way to get the application process started. They include:

1. ***Child Care Benefits Administrative Manual**
2. **Child Care Benefits Parent Manual**
3. **Payment Policies**
4. **Fact Sheet**
5. ***State Parameter Sheet (Income eligibility, reimbursement guidelines, etc.)**
6. **Child Care Eligibility Application and Related Forms**
7. **Other Forms (termination, provider change, etc.)**

*The Administrative Manual and the State Parameter sheet are for use by Program Directors only.

Please keep all of the other documents as master copies, and make copies for your members as needed.

We look forward to another successful term of serving members and communities through AmeriCorps CARE. If we can assist you in any way, please contact us at 1-(800) 570-4543.

Thank you,

Enclosures